Journey Maker Server 25

Web Page Database 27

Client Computer #1 20a

Client Computer #2 20b

Client Computer #3 20c

Client Computer #n 20d

Computer Network (Internet) 15

Vendor Computer #1 30a

Vendor Computer #2 30b

Vendor Computer #3 30c

Vendor Computer #n 30d

10

Fig. 1

ETRAV Workstation Login

Username:

Password:

GO!

Fig. 2

50

60a

Welcome to the ....com Workstation.

This role-based management workstation is designed to bring online, and help make more efficient, eTrav's business process. An Intranet/Extranet database application, it is used to collect and manage Journey information, while presenting a logical and consistent path throughout the eTrav Journey managing process.

eTrav Workstation is designed to be used with **Microsoft Internet Explorer 5.01** or above.

• **Journey Maker**
The Journey Maker is used to assemble entire Journeys using the pieces created in the Content Manager. These pieces may also be created in the Journey Maker. The Journey creation process follows a pre-defined path, called a *wizard*, for ease of use. This workstation automates the creation of a Journey, and the simultaneous creation of a unique and dynamic Journey Website, accessible through password authentication over the public Internet.

. Workstation and Journey Website are powered by ...

• **Content Manager**
The Content Manager is a data entry tool used to add, modify, and delete disparate Couriers, Vendors, Travelers, Itineraries, Core Days, Services, Locations, and Group Leaders, the units that make up a Journey.

• **Operations Manager**
The Operations Manager, to be added in the next phase, is a services management tool.

• **Administrator Manager**
The Administrator Manager allows the administrator to create, modify, and assign workstation user roles.

• **Reports**
The Reports Module permits access to view and print various reports.

• **Log Out**
Click on this link to log out.

Fig. 3

60

Journey Search

Search for a journey using any number of the following parameters. If you know the Journey is not in the database, click the following button.

Create a New Journey

70a

Journey Name:

Location: Select a Location

Dep. Date Range: mm/dd/yyyy

Group Type: All

Price Range (US$): All

Find!

Fig. 4

70

Journey Details

Journey Name:

Journey Login Code:

Journey Summary:

Departure Date: mm/dd/yyyy

Departure City: Select a City

Arrival Date: mm/dd/yyyy

Arrival City: Select a City

Return Date: mm/dd/yyyy

Return City: Select a City

80a
Journey Status: Open

Preferred Price Range:

Lockout Period Date: mm/dd/yyyy

Full Payment Due Date: mm/dd/yyyy

Update Bulletin (if any): Select a Bulletin Type

Bulletin Text:

Fig. 5

80

80c

Previous   Next

Fig 5b

Page 1 of 4

Journey Travelers

Field	Value
Select Type of Group:	Adults
Projected # of Group Leaders:	2
Actual # of Group Leaders:	1
Cancelled # of Group Leaders:	1
Projected # of Asst. Leaders:	2
Projected # of Travelers:	30
Actual # of Travelers:	
Cancelled # of Travelers:	
Maximum # of Travelers:	35
Total # Paying Travelers:	
Requested # of Airline Seats:	
Confirmed # of Airline Seats:	
Requested # of Land Places:	
Confirmed # of Land Places:	

Previous | Next

Page 2 of 4

Fig. 6

← 90

Show Audit History

Journey Requests

Air Preferences:

Land Preferences: Venice: a hotel off of the Brenta Canal. Upgrade Dinner on arrival

Overnights: Florence (4), Venice (2), Verona (1), Lake Como (1)

Hotels and Flights: On the website, this information will appear in the hotels and flights subsections under Itinerary.

Hotel Information:

Flight Information:

Courier:

First Name:

Last Name:

Area of Expertise: Select a Location

Fig. 7

← 100

Fig. 8

Fig. 9

⊏ 120

Fig. 10

⊏ 130

Fig. 11

← 140

Save and Assign to Journey

Fig. 11b

150g → Under the Tuscan Sun Journey
          Itinerary
            Under the Tuscan Su...
          Saturday - Overnight Fl...
          Sunday - Arrive in Floren...
          Monday - Excursion to Fl...
          Tuesday - Sightseeing in...
          Wednesday - The Italian...
          Thursday - Travel to Ven...
          Friday - Sight Festival and...
          Saturday - Villas and Pala...
          Sunday - Travel to Lake...
          Monday - Depart Italy
150a →   Group Leader
150b →   Assist. Group Leader
150c →   Courier
          Travelers
150d →   Enrollment
          Group Extras
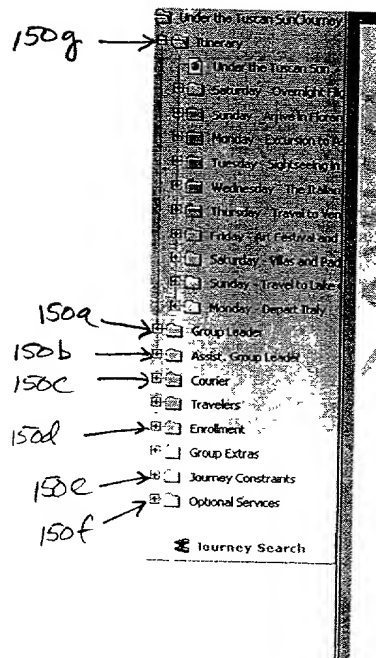150e →   Journey Constraints
150f →   Optional Services

          Journey Search

Fig. 12

← 150

Edit an Itinerary

You are editing an Itinerary

Name: Under the Tuscan Sun

Description: Alfred and Kitty Savia invite
you to join their second
Italian tour. By next year,
the crowds of Millenium and
Jubilee tourists should have

Departure City: Indianapolis,USA

Location 1: Florence,Italy

Location 2: Venice,Italy

Location 3: Verona,Italy

Price $: 0
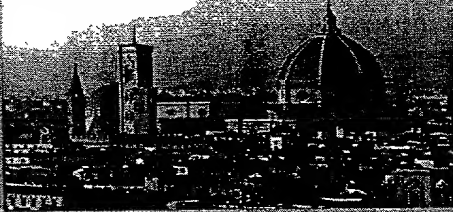
Main Journey Image: [ ] Browse...

Fig.13

←160

Main Itinerary Image: [ ] Browse...

Itinerary Image 2: [ ] Browse...

Itinerary Image 3: [ ] Browse...

Fig. 14

Itinerary Day List:

Day	Move	Title	Template	Cost	Delete
1	⬍	Saturday – Overnight Flight	CustomDay	$0	🗑
2	⬍	Sunday – Arrive in Florence	CustomDay	$0	🗑
3	⬍	Monday – Excursion to Assisi	CustomDay	$0	🗑
4	⬍	Tuesday – Sightseeing in Florence or Optional Excursions to Hill Towns	CustomDay	$0	🗑
5	⬍	Wednesday – The Italian Riviera	CustomDay	$0	🗑
6	⬍	Thursday – Travel to Venice	CustomDay	$0	🗑
7	⬍	Friday – Art Festival and Sightseeing in Venice	CustomDay	$0	🗑
8	⬍	Saturday – Villas and Padua	CustomDay	$0	🗑
9	⬍	Sunday – Travel to Lake Como	CustomDay	$0	🗑
10	⬍	Monday – Depart Italy	CustomDay	$0	🗑

Save Now | Unassign from Journey | Save as Classic Itinerary

Audit

Fig. 15

← 170

Show Audit History

You are editing a Day

Name: Saturday - Overnight Fli

Description: We connect to Indianapolis on Saturday, June 23rd and fly overnight to Florence.

Overnight City: Overnight Flight

Budgeted Cost: $ 0 (numeric only)

Add New Links:

Save Now | Unassign from Itinerary | Save as Core Day

Audit

Fig. 16

Click here
to save Day details and proceed to adding Services

Fig 16 b

↑ 170a

Fig. 17

← 180

Itinerary => Day =>
Click on the link to go back to the Day Detail page.
- **Back to Day Detail Page**

Find a Service to add to the Day using any or all of the following parameters. If you know the service is not in the database, click the following button:

- **Create a new Service**

Service Name: [   ]
190a → Category: [Select a Category ▼]
SubCategory: [Select a Category ▼]
Class: [Select a SubCategory ▼]
Location: [Select a Location   ▼]
[Find!]

Fig. 18

← 190

Itinerary => Day =>
Click on the link to go back to the Day Detail page.
- **Back to Day Detail Page**

Find a Service to add to the Day using any or all of the following parameters. If you know the service is not in the database, click the following button:

- **Create a new Service**

Service Name: [   ]
Category: [Select a Category ▼]
SubCategory: | Select a Category |
Class: | Accommodation |
Location: | Admission |
| Courier |
| Event Tickets |
| Extended Stay |
| Insurance |
| Local Guide |
| Local Transfer |
| Meals |
| Stay Upgrade |
[Find!]

Fig. 19

← 195

Fig. 20

← 200

Fig. 21

← 205

Enrollment Information

If Over 25, Adult Surcharge: `0`

Early Enrollment Credit 1: `0`   Date of Early Enrollment 1: `08/15/2000`

Early Enrollment Credit 2: `0`   Date of Early Enrollment 2: `11/01/2000`

Early Enrollment Credit 3: `100`   Date of Early Enrollment 3: `11/15/2000`

Late Enrollment Surcharge: `100`

Save Now

Fig. 22

← 210

Enrollment Constraints

Specify enrollment Constraints. Choose a method of constraining enrollment by selecting a radio button on the left.

C   Open Enrollment - Anyone can register.

C   Yes / No Prerequisite - Enter Question:
(This question must be worded in such a way that only a "Yes" response will permit the applicant to enroll)

Have you spoken to Dr. Gehring about signing up for this trip?

Save Now

Fig 23

← 220

Optional Services Assigned to the Journey

| | | | Travel Protection Plan | 70 | 06/11/2001 | | | |

Template Optional Services

Transfer Departure City		0		Select a Location	Not Valid	
Transfer Foreign Airport City		0		Select a Location	Not Valid	
Hotel of Stay		125		Not Valid		Not Valid	
Locations		0		Not Valid		Not Valid	
Stay Upgrade Double		18		Not Valid		Not Valid	
Stay Upgrade Single		60		Not Valid		Not Valid	
Extra Charge per Night		10		Not Valid		Not Valid	

Create new Optional Service

			0		0	

*: If applicable

Fig. 24

230

Content Manager

Select a section from the list on the left. Using the Content Manager, you can edit, create, and delete items within these sections.
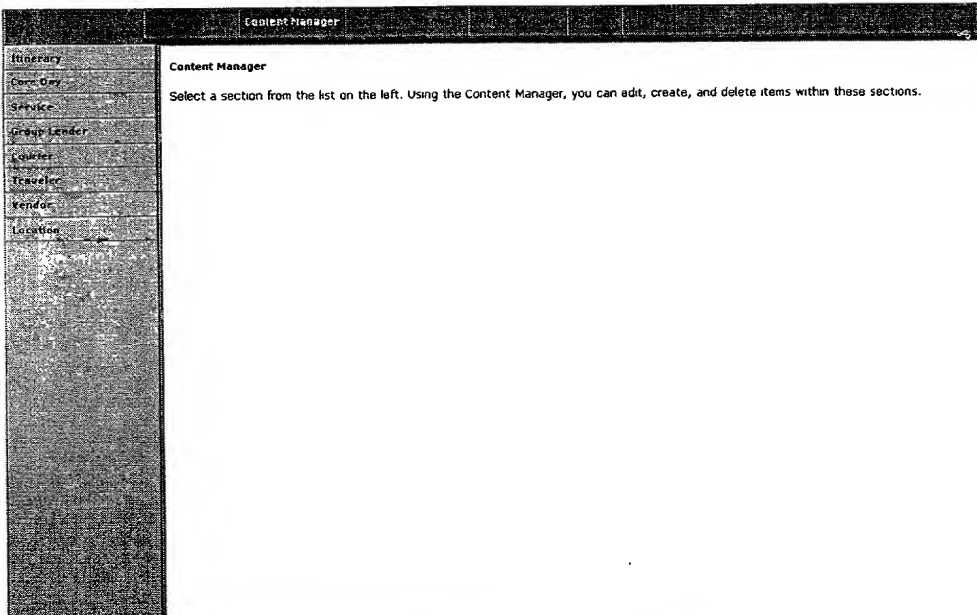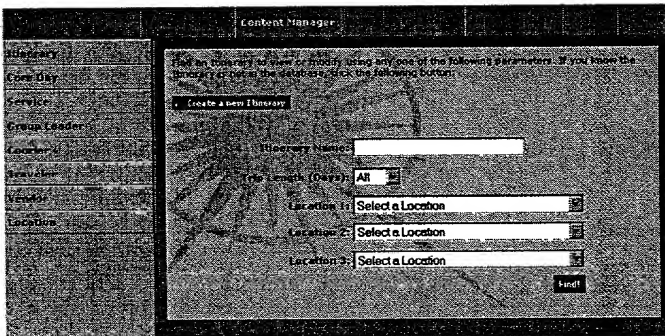
Fig. 25

← 240

Fig. 26

← 250

Services Search Results List
Select a service using the radio buttons on the left. Then, perform an action using the bottom buttons.

Didn't find what you are looking for?
Toggle Service Search

Create Booking Record

	Hotel Bed Breakfast(Half Pension)-HB PARParis--Standard	03/01/2000 Needed	Accommodation	Hotel Bed Breakfast (Half Pension)	Standard	Paris Avec Nos Amis	5	42.05	Paris,France
	Airport to Hotel by Transfer Bus (26-46 pax)-TFS A--MMadrid--Normal	03/19/2001 Needed	Local Transfer	Airport to Hotel by Transfer Bus (26-46 pax)	Normal	Capricho Arabel	25	6.54	Madrid,Spain
	Hotel Bed Breakfast(Half Pension)-HB TOLToledo--Standard	03/19/2001 Needed	Accommodation	Hotel Bed Breakfast (Half Pension)	Standard	Capricho Arabel	25	36	Toledo,Spain
	Airport to Hotel by Transfer Bus (26-46 pax)-TFS A--MMadrid--Normal	07/06/2000 Needed	Local Transfer	Airport to Hotel by Transfer Bus (26-46 pax)	Normal	This is a test	10	6.54	Madrid,Spain
	Hotel Bed Breakfast(Half Pension)-HB TOLToledo--Standard	07/06/2000 Needed	Accommodation	Hotel Bed Breakfast (Half Pension)	Standard	This is a test	10	36	Toledo,Spain
	Hotel Bed Breakfast(Half Pension)-HB LONLondon--Standard	01/01/2001 Needed	Accommodation	Hotel Bed Breakfast (Half Pension)	Standard	European Odyssey	15	43.19	London,Great Britain
	Airport to Hotel by Transfer Bus (26-46 pax)-TFS A--HLondon--Normal	01/01/2001 Needed	Local Transfer	Airport to Hotel by Transfer Bus (26-46 pax)	Normal	European Odyssey	15	11.62	London,Great Britain
	Airport to Hotel by Transfer Bus (26-46 pax)-TFS A--HMadrid--Normal	06/10/2001 Needed	Local Transfer	Airport to Hotel by Transfer Bus (26-46 pax)	Normal	Capricho Arabel	25	6.54	Madrid,Spain

Create Booking Record

Fig. 27

← 260

Admin Manager

User Search

Search for users using any number of the following parameters, or:

Create a New User

User ID: [   ]
User First Name: [   ]
User Last Name: [   ]
User Role: [Select a User Role ▾]

Find!

Fig. 28

← 270

Reports

Waitlist
Rooming List
280a → Operations
Land Service
Day by Day
Ticketing List
Air Service

Reports

Select a report from the list on the left. Using the Reports Section, you can view and print reports within these sections.
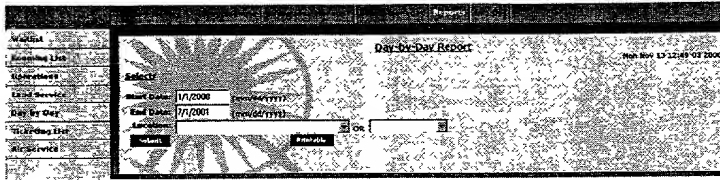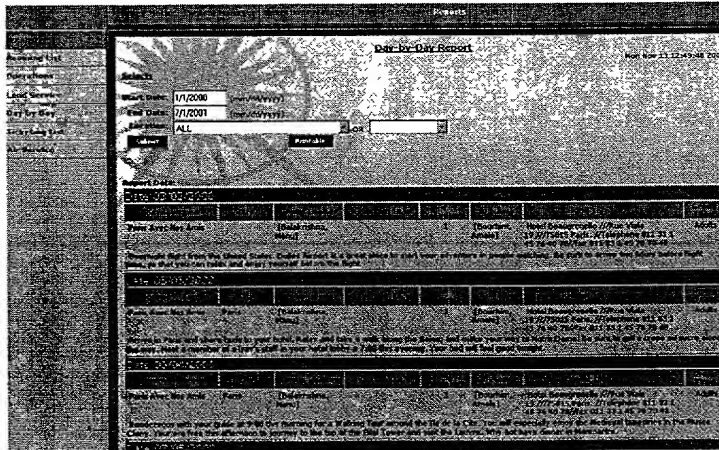
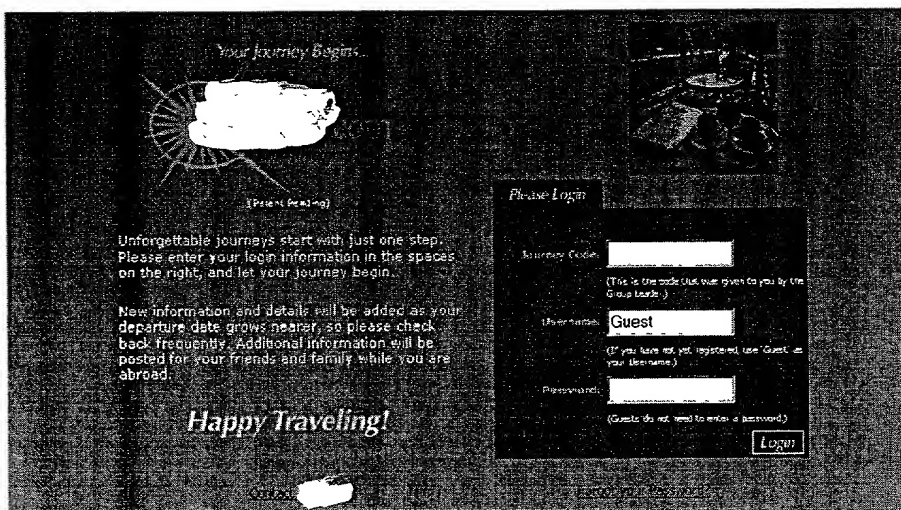*Fig. 29*

← 280

Fig.30

← 290

Fig.31

← 300

Fig. 32

← 310

Fig. 33

← 320

Fig. 34

← 330

OurJourney

Courier   Group Leader   Group Resources

OurJourney: Cuba: Exploration and Rediscovery

Welcome, Guest

340a →
- **Register** for this Journey online and receive a free phone card! Registering is easy!
340b →
- **Click here** if you have already registered and would like to login.

Special Bulletin:

A bulletin from eTrav: Breakfasts are provided every day during the trip. You will be free for lunches and dinners, so that you will have the opportunity to sample local restaurants as well as "home style" cooking at Palladars.

View Itinerary

Itinerary Overview

Departure City: Boston, USA
Departure Date: 10/27/2000
Return Date: 11/04/2000
Duration: 9 Days

Base Costs

Adult Program Fee:	$2399
Tax:	$87
Registration Fee:	$95

Cuba: Exploration and Rediscovery

Summary: While much of the forty-year-old economic blockade remains in place, the longstanding cultural blockade is lifting. US policy is now encouraging cultural visits and exchanges. This "people to people" program is sponsored by the Massachusetts Foundation for the Humanities. It provides a unique opportunity to explore this amazing country, and to build a bridge of understanding with its people.

Exploring Cuba: Exploration and Rediscovery:

- Who's going to take you from place to place? Meet your Courier.
- Guess what? There's a page on this site devoted entirely to your Group Leader(s).

Fig. 35

340

RegisterOnline

Step 1: Select Age Group >> Step 2: Create My Account >> Step 3: Confirm My Account >> Step 4: Accept Terms and Conditions >> Step 5: Accept Release Form >> Step 6: Select Journey Options >> Step 7: Make Payment

Step 1: Select Age Group

Welcome to the eTrav online registration process.
Please follow the easy seven-step registration process to join this journey.

eTrav.com Registration:

To begin, please tell us the following:

Age Group: [Under 21 years ▼]

[Continue >>]

Register for this
Journey online and
receive a free
phone card for use

Fig.36   350

Fig. 37

360

Credit Card Information

If you wish to make an on-line payment via credit card, please fill in the following information. Your credit card will not be charged until you authorize us to do so at the end of your registration process. On-line payments are processed via the Cyber Cash system through a secure server directly to the eTrav Escrow Account at Citizen's Bank of Boston.

Credit Card Holder's Name: _____ (as shown on card)

Credit Card Type: [Select a Card ▼]

Credit Card Number: _____ (without the spaces)

Expiration Date: _____ (mm/yr)

Traveling With a Spouse?

If you are traveling with your spouse, please enter the following information. Please note that your spouse must also complete the registration process.

Spouse's First Name: [ ]

Spouse's Last Name: [ ]

Emergency Contact Information

This is only required if under 18 years of age, but it is helpful to us if everyone completes this section

Emergency Contact First Name [ ]

Fig. 38

370

Step 3: Confirm My Account

Thank you for completing Step 2, Gregory. Please confirm the accuracy and completeness of your account information below.

Please Note:

- Upon return to etravjourneys.com, enter your Journey Code, your Username (not "Guest") and your Password. Your username is gsreich.
- You may view or modify your account information under the section, My Account.

Account Information for 'gsreich'

Click here to make modifications

Traveler Name:	Mr. Gregory s Reich
Address:	Ocean view Dr
	Dorchester, MA 02119 USA
Billing Address:	Ocean view Dr
	Dorchester, MA 02119 USA
Email Address:	greich@hotmail.com
Home Phone #:	617-740-8330
Work Phone #:	617-740-8330
Organization:	
Sex:	Male
Date of Birth:	09/14/1976
Traveler Type:	Student
Prior eTrav Experience:	

To proceed to Step 4, please click here:

Continue >>

Fig. 39

380

Step 1: Select Age Group	Step 2: Create My Account	Step 3: Confirm My Account	Step 4: Accept Terms and Conditions	Step 5: Accept Release Form	Step 6: Select Journey Options	Step 7: Make Payment

Step 4: Accept Terms and Conditions

To print a copy of the eTrav Terms and Conditions for your records, click 'File' and select 'Print' from your web browser.

The following Terms and Conditions apply to all eTrav Journeys, and must be agreed to by every participant before registering.

Click 'Accept' to state that you have read, understood, accepted and agree to be bound by the eTrav Terms and Conditions and proceed to step 5. Click 'Decline' if you do not accept these terms. By doing so, you will not be able to complete the online registration process at this time.

Terms and Conditions

[X Decline]   [✓ Accept]

- Departing From a Different US City
- Extending Your Stay
- Purchasing Your Own Airline Ticket
- Financial Security
- Airlines, Tickets and Luggage

Fig. 40

390

Step 5: Accept Release Form (Student)

To print a copy of the eTrav Release for your records, click 'File' and select 'Print' from your web browser.

Click 'Accept' to state that you have read, understood, accepted and agree to be bound by the eTrav Release and proceed to step 6. Click 'Decline' if you do not accept these terms. By doing so, you will not be able to complete the online registration process at this time.

This Release is for use by those participants under 21 years of age. Before you may complete this registration, participants below age 21 must have a parent or legal guardian read and accept the eTrav Terms and Conditions and this Release. If you are 21 years of age or older, please go back to the first Registration screen and select the appropriate age category.

Release:

X Decline   ✓ Accept

As proof of parental/guardian consent, eTrav requires one of the following:

(a) initial payment be made online at the conclusion of the registration process using a VISA or MasterCard issued in the name of your parent or guardian.

Or,

(b) a printed Registration Form signed by your parent or guardian be forwarded to eTrav with the initial payment. You may print a copy of the Registration Form at the conclusion of the online registration process for mailing to eTrav.

Fig. 41

← 400

Step 6: Select Journey Options

Below is a list of Journey Options available to individual travelers on this Journey. If you are interested in adding an option to your standard eTrav Journey, click "Select" beside the desired option's price.

Journey Options:

Miscellaneous Options:

Insurance	Price: $70	✓ Select It!
Description: Travel Protection Plan		

Tax Deductible Contribution	Price: $100	✓ Select It!
Description: The Massachusetts Foundation for the Humanities		

Alternate Departure Cities:
If you want to depart from a different location than the eTrav group, click the *Select It* button.

Depart From: Boston, USA	Price: $190	✓ Select It!
Description: Boston Gateway for departure and return		

Fig. 42

← 410

Your Selections:

You have not selected any options. Select options, or proceed by clicking the *Continue* button.

Click continue button when finished:

Confirm your selections and make a payment.

Congratulations. You have registered for this Journey!
You may now proceed to the Payment process. On this page, review and confirm
your journey options and then select payment method.

Selected Options:

< Modify

No optional services have been selected. To add
Optional services, click the *Modify* button.

Journey Price:	$1939
Tax:	$87
Registration Fee:	$95
Options Total:	$0
Total Cost:	$2121
Other Credits:	$0
Other Debits:	$0
Amount Paid:	$0
Current Balance:	$2121

Select a Payment Method:

(We recommend you pay online by using
our secure online payment option for
MasterCard or Visa.)

Pay Online >

(Use this button to print an invoice to mail
to us with your payment.)

Print Bill

Fig. 43

← 420

| Journey | Itinerary | MyAccount | ContactUs | InsuranceInfo | TravelResources |

OurJourney

Courier Group Leader Group Resources Traveler List

430a *430b* *430c* *430d*

Itinerary

Detailed Day-By-Day   Hotels   Flights

"Applause!"

The museums and galleries of London
rank amongst the finest in the world. The
dynamic theater district offers a wide
variety of world-famous performances.
This, combined with excursions to
Stonehenge, Bath, Salisbury, Stratford-
upon-Avon, and Warwick, provides you
with a wonderful introduction to London
and its surroundings.

Detailed Day-By-Day | Hotels | Flights

Print Itinerary

Fig. 44

← 430

Applause!

1. **Day 1**
   Overnight flight from the United States.

2. **Day 2**
   Welcome to London, the cosmopolitan capital city of the United Kingdom. Meet your eTrav Journey Director. There is no time to lose for exploring this vast metropolis.

3. **Day 3**
   A local guide will provide an exciting introduction to Europe's largest city. Highlights will include Trafalgar Square, the Houses of Parliament, Big Ben and an inside visit of the glorious St Paul's Cathedral. The tour will finish outside of Queen Elizabeth I's London residence in time for you to experience the pomp and ceremony of the Changing of the Guard. This evening enjoy a theater performance in the West End.

4. **Day 4**
   A full day excursion to Neolithic Stonehenge, charming Bath, and Salisbury with its majestic cathedral. Back in London in time for dinner.

5. **Day 5**
   Participate in a Shakespearean workshop at the Globe Theatre, a recreation of the theater where Shakespeare's plays were performed. This includes a tour followed by an interactive workshop with one of the Globe's own actors. This afternoon, why not cross the River Thames and visit the famous Tower of London? Count the ravens and marvel at the priceless splendor of the Crown Jewels. This evening enjoy your second theater performance.
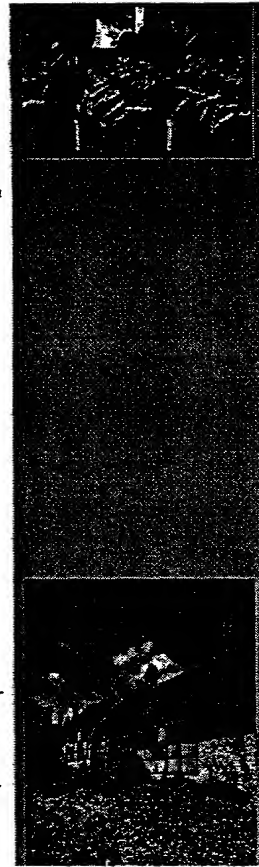

Fig. 45

440

Detailed Day-By-Day:

Day 1: Overnight Flight   Date: 4/13/2001

Overnight flight from the United States.

Day 2: Arrival in London   Date: 4/14/2001

Welcome to London, the cosmopolitan capital city of the United Kingdom. Meet your eTrav Journey Director. There is no time to lose for exploring this vast metropolis.

* Map of London
* Tube Map

Day 3: Guided tour of London-Theater performance   Date: 4/15/2001

A local guide will provide an exciting introduction to Europe's largest city. Highlights will include Trafalgar Square, the Houses of Parliament, Big Ben and an inside visit of the glorious St Paul's Cathedral. The tour will finish outside of Queen Elizabeth I's London residence in time for you to experience the pomp and ceremony of the Changing of the Guard. This evening enjoy a theater

* St. Paul's

Fig. 45b

450

← 460   Fig. 45C

Hotel Information:

Hotel Information:

April 14 - April 20, 2001

Radisson Grafton Hotel
130 Tottenham Court Road
London W1P9HP
Tel: 011.44.207.388.4131
Fax: 011.44.207.387.7394
http://london.hotelguide.net/data/h100438.htm

470
↙ Fig. 45d

Flight Information:

Flight Information:

April 13, 2001

Overnight Flight from Washington, Dulles

Virgin Atlantic #22   departs Washington, Dulles
7:00PM

                             arrives London, Heathrow
7 05AM

April 21, 2001

Virgin Atlantic #21   departs London, Heathrow
11:30AM

                             arrives Washington, Dulles
2:40PM

OurJourney | | MyAccount | ContactUs | InsuranceInfo | TravlResources

Itinerary

Detailed Day-By-Day   Hotels   Flights
480a   480b   480c   480d

Day Detail: Arrival in London

Day 2: Arrival in London   **Date: 4/14/2001**

Welcome to London, the cosmopolitan capital
city of the United Kingdom. Meet your eTrav
Journey Director. There is no time to lose for
exploring this vast metropolis.

Web Links:
• Map of London
• Tube Map

<< back to Itinerary Overview

Fig. 46

← 480

Step 1: Select Age Group > Step 2: Create My Account > Step 3: Confirm My Account > Step 4: Accept Terms and Conditions > Step 5: Accept Release Form > Step 6: Select Journey Options > Step 7: Make Payment

Step 3: Confirm My Account

Account Information for 'mattsmith'

Click here to make modifications.

Traveler Name: Matt Smith

Address: Governor's School
109 Campus Drive
Alberta, VA 23821
US

Billing Address: P.O. Box 326
13524 Lundys Rd.
Dinwiddie, VA 23841
US

Email Address: mattsmith.35@hotmail.com

Home Phone #: 804 469 3511

Work Phone #: 804 949 0060

Organization: Governor's School

Sex: Male

Date of Birth: 03/21/197x

Traveler Type:

Prior Asw Experience:

If you like, feel free to contact us for more information.

You may return to the *Our Journey* page by clicking the *Return* button.

<< Return

Fig. 47

← 490

OurJourney | Itinerary | MyAccount | | Insurance Info | TravelResources

ContactUs

eTrav is headquartered in Boston, Massachusetts. For more information, please contact us at:

Educational Travel Alliance (eTrav) Inc.
Statler Building - Suite 630
20 Park Plaza
Boston, MA 02116 USA

877-77-eTrav (toll free)
617-695-9099 (tel)
617-695-9899 (fax)
617-803-9284 (after hours emergencies)
info@etrav.com

---

eTrav West Coast
5615 W. Acoma Drive #33
Glendale, AZ 85306 USA
877-877-1862 (toll free)
602-564-8006 (fax)
hroughton@etrav.com

Travel with People you Know

Fig. 48

500

Insuranceinfo

Your _____ Membership Fee includes **Health and Accident Insurance Coverage**. This insurance is in force during your eTrav trip when you board your flight from your eTrav departure city. eTrav also recommends that participants purchase the **Comprehensive Trip Coverage Plan**.

Health and Accident Insurance Plan

Benefits Included in Membership Fee:

- o Health/Accident Insurance Coverage Abroad up $5000.
- o Twenty-Four Hour Emergency Medical Assistance, Consultation and Monitoring.
- o Emergency evacuation where deemed necessary by the Emergency Medical Assistance Provider.
- o A one way economy ticket home in the event it is deemed necessary by the Emergency Medical Assistance Provider.
- o A roundtrip economy ticket will be provided to bring a family member to the bedside of a traveler less than 25 years of age in the event the need to be in the hospital for more than three days.
- o Twenty-Four Hour Emergency Assistance for Cash Transfers, Lost Documents, and Legal Assistance.

Comprehensive Trip Coverage Plan Cost: Year 2001 ($70)

Medical Cancellation Insurance
Waiver of the eTrav Medical Cancellation Fee of $450 upon receipt of a letter from a physician stating that due to the medical condition of participant or member of his/her immediate family that it is inadvisable for the participant to travel at the current time.

Fig. 49

← 510

TravelResources

Preparation is one of the keys to a fun and successful trip! Here are a few helpful resources to assist you as you get ready to travel, including information on applying for a passport, a list of what you'll need to pack.

Passports   What to Pack
Itemized list

Review the -   **Terms and Conditions | Student Release | Adult Release**

Passports

It's easy. Passports are required for all eTrav trips. Apply at least ten weeks before departure (sooner if you need a visa, see below). Contact your local post office or county building for the forms. You may also get an application online at the passport services site.

The passport fee is $40 if you are age 15 and under, and $60 if you are age 16 and older. No additional documents or visas are required for US citizens traveling to Europe or Costa Rica.

Non-US Citizens
Non-US citizens are responsible for obtaining all documents required to enter the countries to be visited and for re-entry into the USA. Please consult the consular offices of all countries on your itinerary, as well as the US immigration office for complete information.

What to Pack...

Since you will be carrying your own luggage on your trip, don't pack too much. Plan to wear some of your clothes a few times
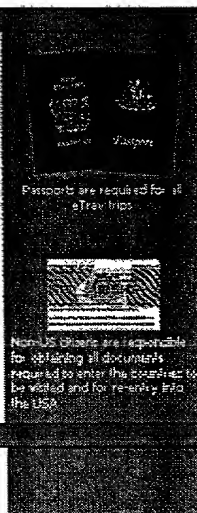
Fig. 50

520 ←

Fig. 51

530 →

Primary Group Leader: Airplane with Matt Smith

Matt Smith: Mr. Smith is a math and physics instructor at the Governor's School for Global Economics and Technology. He teaches 11th and 12th grade gifted and talented students from the following four counties in Southside Virginia: Brunswick, Greensville, Mecklenburg, and Nottoway. Mr. Smith is married, and his wife Donna will accompany him on this trip. Mr. Smith graduated from North Carolina State University with degrees in Mathematics and Mathematics Education.

Contact:		Background:	
Address:	Governor's School 109 Campus Drive Alberta, VA 23821	Organization:	Governor's School
		Travel History:	As a teenager, Mr. Smith lived in England for four and a half years when his father was stationed there while in the air force. His mother is from England, and the majority of her family still lives near London.
Email Address:	mattsmith2@gmail.com		

Fig. 52

← 540

Donna Smith Mrs. Smith will join this Journey as an assistant

Contact:		Background:
Address:	P.O. Box 326 19524 Lundys Rd. Dinwiddie, VA	Organization:
		Travel History: She looks forward to a

OurJourney   **Courier   Group Leader   Group Resources   Traveler List**

Welcome mattsmith,

In the Group Resources section, you can download pictures, articles, and other items related to this Journey. You could upload images and articles by sending an e-mail to info@____.com.

Fig. 53

Group Resources List: *(click on the title to view the item)*

Title:	Type:	Author:	Filename:	Size (bytes):
What Is and Is Not Included in the Trip Fee	Audio			

← 550

OurJourney   Courier   Group Leader   Group Resources   Traveler List

The following people have expressed their interest in joining this trip by registering on this website, and have agreed to the eTrav Terms and Conditions, and the Release Terms. If you haven't registered, you may do so by clicking here. The people on this list may or may not have submitted payment. The actual travelers will be those who submit payment to eTrav.

560   *Fig. 54*

Journey Registrants:

Name	E-Mail Address		Current Bal.
Registered:			
Jessica Allen	jsallen@hotmail.com		$1281
Krista Baxter	kristbaxter@hotmail.com		$501
Heather Clary	hcleatheclary@yahoo.com		$501
Andria Dismke	adismke@hotmail.com		$1286
MATTHEW GRIZZARD	gc@aol.com		$0
Michael Keetman	m_keetman@hotmail.com		$1751
Joey Lonreat	2loyrdce@hotmail.com		$1181
Diana Randof	dmr_83@hotmail.com		$1681
Timothy Robinson	trobinson@cavtel.com		$1462
Michael Robinson	Mike_R15@hotmail.com		$1681
Kimberly Sexton	jimgin@buggs.net		$0
Donna Smith	Donna.C.Smith@pmusa.com		$1462
Harrison Vaughan	herbison1@yahoo.com		$1286
Thomas Zimmerman	tzimmm@hotmail.com		$1286

← 560